



Subject: eOPF Project Status

NASA is preparing to roll out the Electronic Official Personnel Folder (eOPF) Agency-wide to all civil servants. eOPF is one of 25 mandated Presidential e-Government Initiatives and is being implemented by the Office of Personnel Management (OPM) in all Federal Agencies. This initiative is also part of the NASA's Human Capital Information Environment (HCIE) launched to improve the way you review your Human Resources (HR) documents. eOPF documents your civil service employment history from your initial appointment to separation in an easily accessible and searchable format.

eOPF will provide quick, easy, and convenient online access to your personnel folder and notify you automatically when additions are made. If you choose to move to another Center or Agency, transfers of your HR documents will be streamlined through eOPF.

NASA's Office of Human Capital Management (OHCM) is responsible for implementing this project in cooperation with OPM. OPM is the official owner of your OPF and NASA OHCM is the authorized folder custodian. With the deployment of eOPF, established record keeping standards will be followed government-wide improving consistency and promoting efficient and effective maintenance and transfer of personnel records.

Rigorous system and physical security requirements have been put in place by OPM for eOPF. In addition, NASA has reviewed and tested these security measures and the processes in place to ensure that your personnel data is indeed safe, and in many ways, more secure than was your paper OPF.

With the move to eOPF, maintaining and storing paper copies of your OPFs is no longer necessary. Therefore, following digital conversion, paper copies will be transferred to the National Archives and Records Administration (NARA). The electronic version of your OPF is now the official version.

The policy governing contents of the OPF is contained in OPM's Guide to Personnel Recordkeeping (GPR). Although we have often filed documents in the OPF not listed in the GPR, the policy and increased government standardization driven by eOPF dictate that we can retain only OPM-mandated personnel documents. During this implementation, documents that do not belong in the eOPF will be returned to you.

A phased deployment schedule will be followed beginning mid February and concluding early March. Langley employees are scheduled to receive access to eOPF on March 7, 2008. Additional information about eOPF and training to be provided through SATERN will be communicated in the coming weeks. Please watch @LaRC and e-mail for these important messages.

If you have questions about eOPF please contact your organization's OHCM representative or Langley's eOPF Project Lead, Lisa Etheridge at 47614.

Thank you in advance for your cooperation and support in this important initiative.

Leah Meisel  
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